

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman

Patrick Buckley, Bernie Erickson, Erik Hoyer,

Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, December 10, 2018

5:30 p.m.

Room 200, Northern Building

305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of October 22, 2018.
- IV. Appoint members to the redistricting AD Hoc Committee meeting.

Comments from the Public

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Chairman Moynihan re: For your consideration, I ask that Brown County with the consent of a majority of its County Supervisors, provide financial assistance to the Greater Green Bay Convention & Visitor Bureau in the form of a 10-Year, Interest Free Loan in the amount of \$500,000, terms to be negotiated. Said funds would go to the GGBCVB Building Visitor Center Campaign Fund only and not to be used for any other purposes. *Referred from October County Board.*
4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October County Board.*
5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. *Referred from October County Board.*
6. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors confirm by resolution the Brown County 2018 November General Election Referendum Questions and forward said resolution to the newly elected Wisconsin governor and State legislators.
7. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors place in ordinance form a parliamentary rule which shall amend Chapter 2.14 (10) which shall supersede Roberts Rules of Order (Chapter 2.14 (22)).
8. Communication from October Executive Committee meeting: Look at the Subcommittees that Board Staff are tasked with taking minutes at.

Resolutions, Ordinances

9. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration). *Referred back from November County Board.*
10. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority.
11. Resolution re: That the State of Wisconsin Fund Two Necessary Assistant District Attorney Positions.
12. Resolution re: Increasing the Reimbursement Rate for Certified Private Attorneys that Act as Public Defenders.

Internal Auditor

13. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) for October 2018.
14. Status Update: October 1 – November 30, 2018.

Corporation Counsel

15. Corporation Counsel's Report.

Department of Administration & Human Resources

16. Director of Administration's Report.
17. Budget Status Over/Under Report as of October 2018.
18. Human Resources Report.

County Executive

19. County Executive's Report.

20. **Closed Session**

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.
- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.
- c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining real estate property and investing in infrastructure.

Other

21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a budget and regular meeting of the Brown County Executive Committee was held on Monday, October 22, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

Present: Chair Lund, Supervisor Moynihan, Supervisor Buckley, Supervisor Hoyer, Supervisor Sieber, Supervisor Van Dyck, Supervisor Erickson

Also Present: Director of Administration Chad Weininger, Sr. Accountant David Diedrick, Finance Manager Bradley Klingsporn, Supervisor Kaster, Supervisor Lefebvre, Supervisor Brusky, Zoo and Parks Director Neil Anderson, Internal Auditor Dan Process, Child Support Director Maria Lasecki, Interim HR Director Bree Madison, Office Manager Michele Andresen, Benefit Manager Jill Bomkamp, County Executive Troy Streckenbach, Health and Human Services Director Erik Pritzl, other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to take Item 17 before Item 1 and approve as modified. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of October 8, 2018.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

****BUDGET REVIEW****

Comments from the Public – Budgetary Items - None

Although shown in the proper format here, Item 17 was taken at this time.

Non-divisional Budgets

1. Board of Supervisors - Review of 2019 Department Budget.
Page 253, Budget Book

Board Chairman Moynihan said the biggest item in the 2019 budget is the .4 position added at Item 17. Other than that, the budget is essentially the same year after year.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve Board of Supervisors 2019 budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. County Executive – Review of 2019 Department Budget.
Page 256, Budget Book

County Executive Troy Streckenbach informed the County Executive budget is status quo with not many changes. The main focus from the Executive's Office will be to continue to work with the debt reduction, tax relief and infrastructure plan. There are a number of projects and initiatives coming up including work at the Arena as well as the STEM Innovation Center project and the Museum project.

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Streckenbach continued that in 2019 the County will be retiring \$12.9 million dollars of debt and he noted that since he has been the Executive, over \$40 million dollars of debt has been retired which is commendable. In addition, the tax rate is going down by 10¢.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve the County Executive 2019 budget. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Capital Projects.

Page 260, Budget Book

Director of Administration Chad Weininger informed this is an extension of the 5 Year CIP which has already been approved. Page 264 of the budget book outlines the proposed sales tax projects and gives more detail and description of the projects. There are no big surprises with regard to capital projects. Weininger said the tax is coming in on track of what was projected.

Van Dyck said he would like to see the campground project at the Reforestation Camp moved up by two years while pushing back the maintenance fund for the expo center by two years because he feels it is more important to get some projects started instead of front loading the maintenance fund.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to change the timing of funding for the following projects: Change Project #21 Parks Reforestation Camp Campground from \$20,000 to \$320,000 and change Project #24 Brown County Expo Hall Maintenance from \$500,000 to \$200,000, with the following request for the 5 Year Capital Improvement Plan: In 2020, change Brown County Expo Hall Maintenance from \$500,000 to \$200,000, and change Parks Reforestation Camp Campground in 2020 from \$0 to \$300,000; in 2022, change Brown County Expo Hall Maintenance from \$3,000,000 to \$3,600,000 and change Parks Reforestation Camp Campground in 2020 from \$600,000 to \$0. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to approve 2019 Capital Projects. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Debt Service.

Page 303, Budget Book

Weininger noted it had been requested at Administration Committee that a chart be included in the budget book on Page 305 showing debt payments and outstanding indebtedness. He provided a chart, a copy of which is attached, that will be included in the final budget book.

Weininger continued that 2019 will be the first time in almost a decade that the County is under \$100 million of debt. The total bonding capacity is shown on Page 304 and is \$1 billion dollars. The rest of the section outlines the outstanding indebtedness as well as schedules of current and proposed debt service. Weininger reminded the Committee that the County is obligated to not take out any general obligation debt until the sale tax sunsets.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to amend Page 305 of the Budget Book (Outstanding Indebtedness) to include a chart showing Debt Payments and Outstanding Debt as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve 2019 Debt Service. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Taxes, Special Revenues and Certain Internal Service Funds.

Page 311, Budget Book

Weininger recalled the state eliminated half of personal property and that reduction is made up under the other intergovernmental proceeds of \$720,000 which makes up most of the shortfall. The shared revenue base is \$2.6 million dollars. That is the amount the state actually gives the County. The Finance Manager has calculated the unfunded mandates at the request of Supervisor Sieber and the figure is close to \$15.8 million dollars. Deducting the \$2.6 million dollars received from the state still leaves a pretty substantial gap from being fully funded.

Shared revenue utility is money we receive from power plants and the revenues will decline slightly the longer the plants are shut down. Intergovernmental charges are for the Oneida Service Agreement which is a yearly agreement and Weininger informed Supervisor Schadewald is currently in the process of negotiating with the Oneida Tribe on some possible changes.

Weininger also talked about the salary reimbursement for casual pay and said casual pay usually costs the County about \$1 million dollars, but because budgets have been so tight there has not been enough funds to cover the full amount so they had to increase this to cover the payoff. Under contributions, \$10,000 has been set aside for promoting the 2020 Census to be sure all citizens are counted because that number affects the aid the County gets. The transfer out includes a half million dollars for the health fund and Weininger noted they are increasing the premium for the employers portion. The rest of the section includes the special revenue funds and Weininger spoke to several of them briefly, with health insurance being the biggest one.

Van Dyck referenced the \$10,000 for the census promotion and asked how it will be spent because the federal government spends a great deal of money advertising the census already. Weininger said the funds would be spent on things like advertisements in magazines and publications that target demographics that may not be likely to be receptive to the census. They would start working on this later in 2019.

There was also discussion regarding what affect the dark store loophole will have in terms of general property taxes. Weininger responded that he could try to put together some numbers, but it is hard to tell.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve 2019 Taxes, Special Revenues and Certain Internal Service Funds. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

6. Resolution Authorizing Use of General Fund for Employee Wage Adjustments.

Weininger said it would be more accurate for this resolution to be entitled *Resolution Authorizing Use of General Revenue for Employee Wage Adjustments*. By saying General Fund, people may think the wage adjustments are coming out of the fund balance.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to amend the title of the Resolution to *Resolution Authorizing Use of General Revenue for Employee Wage Adjustments*. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

Van Dyck asked if Weininger had looked any further into the concept of a bonus as a portion of this as mentioned at Administration Committee. He supports the 2.25% adjustment and understands

adjustments were made to the health insurance. His continuing concern is with regard to the class and comp and those employees that are below the median and how we address those and bring them up. He questioned if there is a possibility to take those above median and say a certain portion of the 2.25% is a wage adjustment to the base and the rest is a bonus. Everyone would still get the 2.25% but this would give a little wiggle room down the road where we do not drive the base that is already above the median even higher.

Weininger said what is currently before the Committee is a 2.25% wage adjustment for all non-union and FTE Brown County employees. In order to get the 2.25%, the employee would have to have a satisfactory performance review at the end of the year. In addition, the third piece of this is that the adjustment would not result in the salary being redlined. The idea is that if you are redlined, those dollars would then go towards the people that are at minimum, so it is trying to keep everyone between minimum and maximum. There were also conversations that there would be some employees that are close to the max or just a little over the max which may cause some internal issues, so why not give them a bonus.

Weininger continued that the other issue is this is predicated on the class and comp being done. Administration is in the process of meeting with department heads and those meetings are going fairly well, but there is some additional work that needs to be done. At this time no one is redlined and it is only upon the completion of the study that someone would be redlined, but Weininger does not know if this will be done by the end of the year.

Weininger gave the example of someone making \$100,000 while their range is \$80,000 - \$90,000. The position is already making \$10,000 over the max so they would not get a 2.25% increase because that would just be pushing the problem out even further. That amount would be given to someone who is below market to move them closer to market. Weininger reiterated as of today, no one is redlined because there is not an accurate comp and class. The redline method would not be used until the comp and class is completed so the conversation about redlining or the bonus is a little premature until the comp and class is done and accurate.

Van Dyck said we are either redlining or not. He suggested in the fourth paragraph of the resolution, the words *and whose salaries are not redlined* be deleted since there are not any salaries that are currently redlined and Weininger does not know if that will be done by the end of the year. Further, in the last paragraph, Van Dyck questions why *cost of living adjustments* is included in the language because it would be used for wage adjustments for class and comp. Weininger responded that the wage adjustment is a COLA. Van Dyck understands that, but noted that is outlined in the second paragraph. The excess would be used for wage adjustments, not cost of living. Van Dyck reiterated he is not opposed to the 2.25%, but we have been talking about the class and comp for five years and he said last year he would not vote for another across the line wage adjustment, not because he does not believe in the 2.25% but because we keep kicking this down the road and digging a bigger and bigger hole that at some point will need to be fixed by continuing to give wage increases to those at the high end of the scale which will not leave money to address those that are on the bottom of the scale.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to amend the resolution as follows: strike the words *and whose salaries are not redlined* in the second whereas; strike the words *and whose salaries are not redlined* in the now, therefore be it resolved paragraph; and strike the

words for the purpose of cost of living adjustments, and in the be it further resolved paragraph. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve as amended. Vote taken. Ayes: Moynihan, Hoyer, Sieber, Lund, Erickson Nays: Buckley, Van Dyck MOTION CARRIED 5 to 2

7. Resolution Approving Changes to the Brown County Health Insurance Plan During the 2019 Calendar Year.

Weininger recalled the changes to the prescription drugs have already been approved and so has Tele Med and Naturally Slim. This resolution is for the remaining changes which include changing the provider from The Standard to Unum Group for the short-term and long-term disability for a savings of roughly \$98,000. The tier one provider co-pays will be changed from \$15 to \$30 dollars, the tier two provider co-pays will go from \$30 - \$45 dollars and this resolution will also establish a near site clinic to drive claim costs down. The next piece is increasing the stop loss insurance deductible from \$350,000 to \$400,000 which will save roughly \$100,000. The resolution will also increase the County's portion of the premiums by \$500,000.

The piece which is most important to the employees is the increase in employee premiums from 12% to 13.56% which changes the tier rates they pay. Gold will go from 11% to 12%; silver will go from 11.5% to 13.5%; bronze will go from 12% to 15%; standard is going from 13% to 16.5%; tobacco is going from 20% to 22% and non-participants from 25% to 27%. Weininger reminded that all participants have the option to do the RAS which allows them to work with the nurse to move up the scale. By having a larger divide, there is more incentive for someone to do the RAS.

Moynihan asked if there would be any possibility of doing a one-time transfer from the general to cover this. Weininger responded that for the last four years they have been talking about making changes and that is when there was a fund balance in excess of \$5 million dollars. Changes were not made and now we are at negative \$600,000 in the health insurance fund. There should be at least one year of backup to cover any catastrophes. Weininger said if this is not done this year, next year will be much worse.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to suspend the rules to take Items 8 – 16 and Items 18 – 34 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Sieber indicated he wished to pull Item 12.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve Items 8 – 11, 13 – 16 and 18 – 34. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Resolution Regarding the Deletion of the Child Support Specialist-Enforcement in the Child Support Department Table of Organization. *See action at Item 7.*
9. Resolution Regarding the Addition of a Child Support Specialist-Employment within the Child Support Department Table of Organization. *See action at Item 7.*
10. Resolution Regarding an Increase to LTE Election Help-Canvasser Wages for the County Clerk's Department Table of Organization. *See action at Item 7.*
11. Resolution Regarding a Change to the Department of Technology Services Table of Organization – Enterprise System Analyst II. *See action at Item 7.*
12. Resolution Establishing the Salary of the Brown County Executive (An Elected Official). *Motion at 10/10/18 Admin Cmte: To increase the County Executive's by 2.25% each year resulting in approximately \$93,779 for 2019; \$95,889 for 2020; \$98,046 for 2021; and \$100,252 for 2022.*

The resolution distributed at the meeting is attached. Sieber noted that the Administration Committee put a recommendation through to increase the County Executive salary by 2.25% each year.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve as presented. Vote taken.
MOTION CARRIED UNANIMOUSLY

13. Resolution Regarding a Change to the NEW Zoo Table of Organization – Zoo Educator. *See action at Item 7.*
14. Resolution Regarding Husbandry Assistant for the NEW Zoo Table of Organization. *See action at Item 7.*
15. Resolution Regarding a Change to the Account Clerk Position in the NEW Zoo Table of Organization. *See action at Item 7.*
16. Resolution Regarding Changes to the Parks Department Table of Organization. *See action at Item 7.*
17. Resolution Regarding Adding One .40 FTE Administrative Assistant to the County Board Table of Organization.

Moynihan informed he brought this up in the past and noted things can occur in the County Board Office that result in the need to have an additional staff member who knows the process and can assist with standing committee minutes and other things.

Van Dyck said he will support this, but he would still like to look into Granicus or some other system that can assist with the functions of Board staff. Other modifications such as the way minutes are taken and mailings are handled should also be looked at. Moynihan agreed with Van Dyck and noted that he and County Clerk Sandy Juno had looked into reorganization opportunities to create more synergy between the departments and changes in this regard could be made in 2020.

Buckley asked what meetings Board staff are responsible for taking the minutes at. Moynihan responded that they of course are responsible for the six standing committees as well as a number of other subcommittees. Buckley would like to look further at the subcommittees Board staff take minutes at and Lund said that is something that can be included on the December agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

18. Resolution to Add One Social Worker/Case Manager to the Health and Human Services Department Table of Organization. *See action at Item 7.*
19. Resolution to Reassign a Social Worker/Case Manager in the Department of Health and Human Services Table of Organization. *See action at Item 7.*
20. Resolution Regarding Changes to the Department of Health and Human Services Table of Organization – Clerk IV Positions. *See action at Item 7.*
21. Resolution Regarding Changes to the Health and Human Services Department Table of Organization – Economic Support Unit. *See action at Item 7.*
22. Resolution Adding A .50 FTE Social Services Aide I Position to the Department of Health and Human Services Table of Organization. *See action at Item 7.*
23. Resolution Regarding Changes to the Health and Human Services Department Table of Organization – Add Criminal Justice Division. *See action at Item 7.*

24. Resolution Regarding Changes to the Department of Health and Human Services Table of Organization – Public Health Planner. *See action at Item 7.*
25. Resolution to Add an Environmental Health Technician to the Department of Health and Human Services- Public Health Division Table of Organization and Increase Licensing Fees. *See action at Item 7.*
26. Resolution Regarding Changes to the Department of Port and Resource Recovery Table of Organization. *See action at Item 7.*
27. Resolution Regarding Reclassification of Community Garden Coordinator Position for the UW-Extension Table of Organization. *See action at Item 7.*
28. Resolution Regarding Deletion of One Highway Crew Position for the Department of Public Works Table of Organization. *See action at Item 7.*
29. Resolution Regarding Changes to the District Attorney’s Office Table of Organization – Wage Increase for 4 FTE Legal Assistants.
 - a) Resolution Regarding Changes to the District Attorney’s Office Table of Organization – Wage Increase for 4 FTE Legal Assistants. *As Amended by HR after Public Safety Committee mtg. See action at Item 7.*
30. Resolution Regarding Adding a Sergeant/Investigator to the Sheriff’s Department Table of Organization. *See action at Item 7.*
31. Resolution Regarding Changes to the Sheriff’s Department Table of Organization – Drug Task Force. *See action at Item 7.*
32. Resolution Regarding Changes to the Sheriff’s Department Table of Organization – Mechanic Intern. *See action at Item 7.*
33. Resolution Regarding Increased Hours for the Clerk Typist III Position in the Sheriff’s Department Table of Organization. *See action at Item 7.*
34. Resolution Regarding Changes to the Sheriff’s Department Table of Organization. *See action at Item 7.*

****NON-BUDGET REVIEW****

1. Review Minutes of:
 - a. Benefits Advisory Committee (September 13, 2018).

Internal Auditor Dan Process wished to draw the Committee’s attention to the motion made by the Benefits Advisory Committee that the BAC requests be included on the Executive Committee agenda as a standing item to bring forward items if desired.

Motion made by Supervisor Hoyer, seconded by Supervisor Erickson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

2. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October County Board.*

Supervisor Lefebvre said she put this forward and recalled what was done with the half percent sales tax was we put together a list of projects that need to be done and she would like to see the same thing done with the departments. She said there are a number of departments that really need help but will not get it this year since the County is at levy limits. She feels the department needs need to be ranked and referenced the

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help needed in Child Protective Services and Adult Protective Services as examples. She feels we have to sit down with the budgets and determine who needs the money and then rank that. She would like to see this done for a five year period so we can do a better job when it comes to budgets.

Moynihan said this is not something we can put in ordinance form and asked Lefebvre if she considers this more as a communication. Lund added that it is up to the Executive to put together the proposed budget and it is up to the department heads to tell the Executive what their needs are. Putting together the budget and planning is more an executive function than a legislative function.

Erickson commented that every year the Executive asks for ideas from the Committees regarding things they would like to see in the budget. Erickson puts this on the PD & T agenda as an agenda item so the Committee can work through the information.

Van Dyck added that a five year projection would be difficult to do but feels it may not be a bad practice to say outside of the budget time what the department concerns are and what it would take to fix the issues. Buckley agreed that a five year plan would be difficult as it is difficult to know when things like RFPs will be done. He would agree that the Committee find out what the wish lists of the departments are from time to time, but noted that what is important to one department and Committee may not be so important to another department and Committee.

Weininger said he could ask departments for a list of what they would like and Lund said that is something to work on after the first of the year.

Supervisor Brusky said at the recent WCA conference she attended a break out session led by the Administrator of Sheboygan County. The concept in Sheboygan County is they have a forum that is attended by all supervisors in May. It is a casual event and they sit down and discuss the priorities and share ideas. They then put forward what is most important and they work through it and then the budget meeting takes only a half an hour because everything has already been worked through.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Brusky re: That the Brown County Board of Supervisors send a resolution to state legislators requesting adequate funding for assistant district attorneys through legislation or budgeting actions with specific reference to the adverse situation in Brown County. *Referred from October County Board.***

Brusky provided a handout, a copy of which is attached. She said DA Lasee looked the information over and tweaked it a bit.

Moynihan suggested this be referred to the December Executive Committee meeting so it can go hand in hand with the public defender companion resolution. Lund added that we need to see the numbers and he would like to see what the numbers are specific to Brown County for things like office space and support staff.

Brusky said District Attorney Lasee was unable to come to this meeting but she asked him his opinion on putting the issue of the Assistant DA's and State Public Defender together in one resolution. Lasee informed Brusky that he would not have a problem with those two issues being joined for the purpose of a resolution asking the state to better fund both the DA's Office and Public Defenders. Related items such as support staff and building space were also discussed.

Van Dyck feels a resolution should be drafted in a realistic form so it stands a little bit better of a chance. The other concern he feels should be addressed is when we bring up the fact that Brown County has already funded two additional positions, it is important to point out that if the state adds two, we are not going to take the other two away. This will show that Brown County is committed to continue to fund the two positions, but we need help with additional positions. He does not want to ask for too much too soon and end up with nothing.

Brusky said she attended the last state budget hearing in Marinette and Lasee was also there to talk about the DA shortage in his office. There was also a large contingent from the ADRC at the meeting to ask for a dementia care specialist. Many people came forward to tell the state that they needed a dementia care specialist and she feels Brown County needs to go to budget hearings and do whatever else we can to get the ears of the state because this is a serious problem. She urged people to attend the state budget hearing in March.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to refer to December Executive Committee meeting as a companion piece to the Public Defender resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions/Ordinances

4. **An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration).**

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to refer to December Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

5. **Internal Auditor.**

No report; no action taken.

6. **Human Resources Report.**

No report; no action taken.

7. **Department of Administration Report.**

No report; no action taken.

8. **County Executive Report.**

No report; no action taken.

Other

9. **Such other matters as authorized by law. None.**

10. **Adjourn.**

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 6:51 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

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ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR December 10, 2018 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	10/29/2018	\$ 4,528.25	Airport General
Von Briesen	269924	10/8/2018	\$ 384.00	Human Resources
Conway, Olejniczak & Jerry, SC	4	10/31/2018	\$ 364.50	Highway
ATTY. GARY WICKERT	12W27	11/26/2018	\$ 4,675.75	Airport General
CRIVELLO-CARLSON	0100-108651	1/16/2018	\$ 7,500.00	Sheriff/Jail
MICHAEL BEST	1587511	11/6/2018	\$ 3,107.50	Resource Recovery
Total ----			\$ 20,560.00	

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

October 29, 2018

Brown County Austin Straubel
International Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
9/28	Phone conference with Sue Bertrand re: hangar leases, rental cars, etc.	.75
10/1	Email from Sue Bertrand re: Charlie Smith/CAVU; Phone conference with Sue Bertrand and Marty Piette re: Pilotsmith	.75
10/2	Review CAVU - Consent to Sublease; Letter to Sue Bertrand and Marty Piette re: rental car agreements, submitted questions, etc.;	
	Review lease and airline agreements re: indemnification re: rental car agreement;	.65
	Phone conference with Sue Bertrand re: rental companies agreements	1.00
10/4	Review CBP information re: "freestanding building" lease, MOA, etc.;	.80
	Phone conference with Sue Bertrand re: CBP, etc.	
10/17	Email from Sue Bertrand with Amendment to Airline Lease extensions, etc.;	1.50
	Received and reviewed draft of Exhibit C to airline leases;	
	Letter to Sue Bertrand re: airline amendments	1.50
10/18	Phone conference with Sue Bertrand re: CBP building lease;	.20
	Review CBP building lease and exhibits	3.00
10/19	Review miscellaneous files re: follow up/status with Sue Bertrand and Marty Piette;	
	Review CBP lease (building) re: items for Marty Piette;	.50
	Review airline lease information - 2017 reconciliation and lease extension (2019-2021) and Schedule C	.50
10/22	Phone conference with Marty Piette re: CBP, road lease, etc.;	1.35

Page Two
October 29, 2018

10/22	Review Oneida Road Lease;	
	Phone conference with Sue Bertrand and Marty	
	Piette re: Oneida Road Lease, etc.;	
	Review file information re: "rent free" to CBP;	
	Review CFR provisions re: CBP;	
	Email to Marty Piette re: CBP	1.50
10/25	Review Oneida 5 acre parcel lease;	
	Phone conference with Sue Bertrand re:	
	Oneida 5 acre lease;	
	Letter to Marty re: Oneida 5 acre lease.	<u>1.35</u>
	TOTAL HOURS:	15.35

15.35 HOURS @ \$295.00 PER HOUR =	\$4,528.25
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AMOUNT DUE ON ACCOUNT:	\$4,528.25
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Thank you.
GAW:prn

M. Ritt
10-29-18

BROWN COUNTY
ATTN: DAVID HEMERY
DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 269924
INVOICE DATE OCTOBER 8, 2018
ATTY. ANDREW T. PHILLIPS

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2018

08/13/18 CVH LEGAL ANALYSIS OF COUNTY PRACTICE FOR SHIFT TRADES; REVIEW LEGAL MEMORANDUM PREPARED BY RENEE VANDE VOORT REGARDING SAME; COMMUNICATION SERIES WITH K.ROELLICH.	1.60	384.00
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CURRENT FEES FOR THIS MATTER	\$384.00
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BILLING SUMMARY

CHRISTINE V. HAMIEL	1.60 hours at \$240.00 =	384.00
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CURRENT FEES FOR THIS MATTER	\$384.00
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TOTAL AMOUNT DUE FOR THIS MATTER	\$384.00
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STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

HB-6
Pat
11/6/18

PAUL A. FONTECCHIO
BROWN COUNTY PUBLIC WORKS DEPARTMENT
2198 GLENDALE AVENUE
GREEN BAY WI 54303-6405

Page: 1
10/31/2018
201815-025M
ACCOUNT NO:
STATEMENT NO: 4

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

		HOURS	
	PREVIOUS BALANCE		\$1,579.06
10/04/2018			
GB	ATTENTION TO CORRESPONDENCE FROM JAY THOMPSON	0.10	
10/19/2018			
GB	PREPARE FOR SCHEDULING/STATUS CONFERENCE	0.10	
GB	ATTEND STATUS CONFERENCE WITH JUDGE HINKFUSS, et al.;		
	PREPARE CORRESPONDENCE TO CLIENT SUMMARIZING		
	DEADLINES ESTABLISHED DURING CONFERENCE	0.60	
10/26/2018			
GB	ATTENTION TO SCHEDULING ORDER	0.10	
	FOR CURRENT SERVICES RENDERED	0.90	292.50
10/15/2018	CLERK OF COURTS - JURY FEE		72.00
			72.00
	TOTAL ADVANCES THRU 10/31/2018		72.00
	TOTAL CURRENT WORK		364.50
10/08/2018	PAYMENT - THANK YOU - CK 205258		-1,395.00
	FINANCE CHARGE		0.49
	BALANCE DUE		\$548.96

Accidental, disregard. It should be written off in their accounting. - Bonnie w/ Conway, Olejniczak & Jerry 11/29/18

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED LD. # 38-1254187

2

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

November 26, 2018

Brown County Austin Straubel
International Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
10/30	Email from Marty Piette re: Oneida 5 acres; Review information re: Burkel; Letter to F. Burkel; Review information re: Hunsaker; Letter to Mr. Hunsaker; Review miscellaneous emails from Sue Bertrand re: Charlie Smith insurance coverage; Phone conference with Sue Bertrand re: Charlie Smith, etc.	.10 .60 .35 .65
11/7	Review emails from Sue Bertrand re: Charlie Smith, Pilotsmith subfile and Consent to Sublease; Review Consent to Sublease; Review email from Becky Demmuth re: Oneida road lease; Phone conference with Sue Bertrand re: Pilotsmith, Oneida Road, etc.; Letter to Sue Bertrand re: Charlie Smith; Letter to Becky Demmuth re: road lease; Phone conference with Attorney Mike Demerath re: refinance Three Clans/Wisconsin Bank & Trust;	 2.50 .20
11/10	Review Wingate financing documents, etc. Email from Becky Demmuth re: Oneida Road lease and review documents re: lease extension; Email to Becky Demmuth; Email to Marty Piette re: Oneida Road; Review of Oneida/Wisconsin Bank loan documents	.50 .50 .40
11/12	Review Wisconsin Bank & Trust documents re: leasehold Mortgage, Consent, Non-Disturbance, and Attornment Agreement; Review Wisconsin Bank documents re: release of Wingate; Review loan Agreement re: Wisconsin Bank & Trust	2.25 .50 1.50

Page Two
November 26, 2018

11/13	Phone conference with Marty Piette and Sue Bertrand re: Wingate/Wisconsin Bank & Trust;	.60
	Letter to Attorney Demerath (Wingate/Wisconsin Bank & Trust);	
	Letter to Marty Piette re: Wingate/Wisconsin Bank & Trust	1.25
11/15	Email from Sue Bertrand re: Oneida Road Lease;	
	Phone conference with Sue Bertrand re: Oneida Road, Charlie Smith, etc.	.35
11/19	Email from Sue Bertrand re: Pilotsmith/CAVU;	
	Review Pilotsmith file re: insurance coverage;	
	Email from Sue Bertrand re: Hunsaker insurance;	
	Review Hunsaker file re: insurance information;	.80
	Letter from Matt Hunsaker and review enclosures;	.15
	Phone conference with Sue Bertrand re: Pilotsmith and Hunsaker;	
	Email to Marty Piette re: Hunsaker;	.40
	Email from Sue Bertrand with Third Ground Lease Extension (Oneida Road)	.15
11/20	Phone conference with Sue Bertrand re: Hunsaker, CBP, and NWS;	.85
	Email to Marty Piette re: NWS;	.20
	Email to Sue re: CBP - terminal lease;	.20
	Email from Marty Piette re: NWS;	.10
	Email from Sue Bertrand/Marty Piette re: Frank Burkel, insurance matters, etc.	.10
		<u>.65</u>
	TOTAL HOURS:	15.85

15.85 HOURS @ \$295.00 PER HOUR = \$4,675.75

AMOUNT DUE ON ACCOUNT: \$4,675.75

Thank you.
GAW:prn

M. Piette
11-26-18

2



Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608 257.3501
Fax 608 283.2275
www.michaelbest.com

100.016.001.5716

EIN 39-0934985

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date November 6, 2018
Invoice No. 1587511

Client/Matter **018236-0023 Implementation of Brown County Landfill Siting Agreement**

For professional services rendered through October 31, 2018, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
10/18/18	D Crass	Review correspondence from counsel for Landfill Monitoring Committee; exchange of e-correspondence with Mr. Haen regarding response to same.	0.60	\$ 339.00
10/23/18	D Crass	Begin preparation for meeting request response letter to Quarles & Brady; telephone conference with Messrs. Haen and Doverspike regarding background necessary for response to same; prepare e-correspondence to Quarles & Brady on behalf of LMC indicating timing for response in light of travel schedule for Mr. Haen.	0.90	508.50
10/25/18	D Crass	Conduct initial review of emails.	0.50	282.50
10/26/18	D Crass	Finalize review of documents; finalize first draft of responsive correspondence to LMC October 18 letter.	3.00	1,695.00
10/29/18	D Crass	Receive comments from Brown County review of first draft of letter; revise same in light of comments received.	0.50	282.50
Total Hours and Services			5.50	\$ 3,107.50
Total Services				\$ 3,107.50

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1587511
018236-0023
November 6, 2018
Page 2 of 2

Total Disbursements 0.00

Total This Invoice \$ 3,107.50



Vendor # 115-132
Batch

~~ST/CHT~~ (M)
~~Batch by 1129181~~
~~Barb Peters~~

Brown County
Attn: Cpt. Larry Malcomson
3030 Curry Lane
Green Bay, WI 54311-4857

January 16, 2018
Tax ID: 39-1656203
Bill Number 0100-108651

BILLING SUMMARY

For Legal Services Rendered through 01/16/18

Re: 0100-1700173 - BROWN COUNTY PREA AUDIT
FILE NO:

INVOICE SENT BY EMAIL TO ADJUSTER
CONFIDENTIAL: THIS IS NOT A PUBLIC RECORD SUBJECT TO DISCLOSURE;
ATTORNEY-CLIENT PRIVILEGED; CONTAINS ATTORNEY WORK PRODUCT

Total Fees	15,000.00
Total Disbursements	0.00
Total Fees and Disbursements	\$15,000.00
02/26/18 - WMMC Payment	(\$7,500.00)
Brown County Balance	\$7,500.00

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131 West Wilson Street Suite 1004 Madison, WI 53703 Phone: (608) 619-8490 Fax: (608) 619-8494

316 N. Barstow Street Suite C Eau Claire, WI 54601 Phone: (715) 595-1730 Fax: (715) 595-1731

161 North Clark Street Suite 4700 Chicago, Illinois 60601 Phone: (312) 523-2111 Fax: (312) 523-2001

Crivello, Carlson, Pooni & Andrekanis, LLC 1012 Plummer Drive 2nd Floor Suite 201 Edwardsville, Illinois 62025 Phone: (618) 655-0008 Fax: (618) 655-0250
www.crivelloandcarlson.com



Brown County
Attn: Cpt. Larry Malcomson
3030 Curry Lane
Green Bay, WI 54311-4857

January 16, 2018
Tax ID: 39-1656203
Bill Number 0100-108651

INTERIM [] FINAL []

Re: 0100-1700173 - BROWN COUNTY PREA AUDIT
FILE NO:

INVOICE SENT BY EMAIL TO ADJUSTER
CONFIDENTIAL; THIS IS NOT A PUBLIC RECORD SUBJECT TO DISCLOSURE;
ATTORNEY-CLIENT PRIVILEGED; CONTAINS ATTORNEY WORK PRODUCT

Professional Services

Date	Atty	Description	Hours
01/16/17	SCH	Telephone Conference with Captain Malcomson Regarding PREA Audit	0.50
01/27/17	SCH	Telephone Conference with Captain Malcomson Regarding PREA Audit	0.70
03/21/17	SCH	Continue Drafting Policy Changes	4.70
03/28/17	SCH	Continue Drafting Policy Changes	4.20
04/07/17	SCM	Initial Review of Auditor's List of Policies and Procedures That Are Not PREA Compliant and Reasons for Noncompliance	1.00
04/07/17	SCM	Initial Review of Applicable PREA Code Provisions Cited in PREA Auditor's Report	1.30
04/07/17	SCM	Review All Other Brown County Jail Policies to Identify Which Policies Will Require Amendment Based on Auditor Report and Applicable PREA Regulations	1.30
04/12/17	SCM	Analyze Sample Approved PREA Policy and Staffing Plan and Research Required Contents and Format of Staffing Plans for Purposes of PREA	1.90

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Professional Services

Date	Atty	Description	Hours
04/12/17	SCM	Research What Language Must be Included in Contracts With Third Parties Under PREA for Third Parties That House a Jail's Inmates	0.90
04/12/17	SCM	Research Jail's Obligation to Train or Ensure Contracted Medical Staff is Trained in PREA Requirements Considering That Jail is Permitted to Defer to Third Party Medical Contractors and May Delegate Aspects of Medical Authority	1.60
04/17/17	SCM	Begin Drafting PREA Policy With Focus on Purpose, Definitions, and Analyzing Current Chain of Command to Determine Responsibilities and Delegation	2.90
04/17/17	SCM	Research Issues Related to Juvenile Detention Facilities and How PREA Requirements Applicable to "Youthful Inmates" Must be Incorporated When Juvenile Facility Does Not House Certain Underage Inmates	1.20
04/18/17	SCM	Begin Drafting Section of PREA Policy Regarding Zero Tolerance Policy, Employee Training and Hiring	2.70
04/18/17	SCM	Continue Drafting PREA Policy With Focus on Reporting Procedures and Policies	3.50
04/19/17	SCM	Begin Drafting Section of PREA Policy Regarding Intake Process and Begin Updating Policy H3 Regarding Screening to Coordinate and Ensure Consistency	1.90
04/19/17	SCM	Begin Updating Policy C1 Regarding Classification to Ensure it is Consistent With PREA Policy and Policy H3 Regarding Screening	1.00
04/20/17	SCM	Continue Updating Policy C1 Regarding Classification to Add PREA Requirements Regarding Protective Segregation, Results of PREA Screenings, and Classification of Transgender and Gay Inmates	1.60
04/20/17	SCM	Continue Drafting PREA Policy With Focus on Intake Education of Inmates and Training of Contractors and Volunteers	2.20

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Crivello Carlson, Piccol & Andrehanic, LLC 1012 Plummer Drive 2nd Floor Suite 201 Edwardsville, Illinois 62025 Phone: 615 655-0006 Fax: 615 655-0250

www.crvellocarlson.com

2

Professional Services

Date	Atty	Description	Hours
04/24/17	SCM	Continue Drafting PREA Policy With Focus on Strip Searches and Pat Searches and Revise Policies S6 and S7 to Coordinate with PREA Policy	2.50
04/24/17	SCM	Update Sexual Assault Policy S13 for Consistency With PREA Policy	1.00
04/24/17	SCM	Research PREA Screening Questions to be Asked During Booking	0.30
04/24/17	SCM	Revise Working Draft of PREA Policy to Eliminate Redundancy and Inconsistencies	0.60
04/25/17	SCM	Continue Drafting PREA Policy With Focus on Section Pertaining to Data Collection, Review, and Retention	3.60
04/25/17	SCM	Continue Drafting PREA Policy With Focus on Intervention, Emergency Response, and Initial Reporting Requirements	3.80
04/25/17	SCM	Update Policy H6 Regarding Emergency Care to be Consistent With Language in PREA Policy	0.50
05/01/17	SCM	Review Brown County Staffing Bulletin for Purposes of Creating PREA-Compliant Staffing Plan and Review Examples of Compliant Plans to Determine What Type of Plan Will be Most Effective for County	0.80
05/12/17	SCM	Communicate With PREA Auditor Regarding Retention by Brown County and Draft PREA Policy for her Review	0.20
05/16/17	SCM	Communicate With PREA Auditor Following Up on Initial Email and Requesting Response	0.10
05/16/17	SCM	Communicate With Client Regarding Attempts to Reach PREA Auditor and Questions About Contracts With Other Entities to House Brown County Inmates	0.30
05/17/17	SCM	Review All Updated Draft Policies and Highlight Areas That Require Decisions or Input From Client as to Staffing, Etc.	1.20
05/17/17	SCM	Communicate With PREA Auditor Providing Draft	0.30

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315 N. Barstow Street Suite C Eau Claire, WI 54601 Phone: (715) 595-1730 Fax: (715) 595-1731
161 North Clark Street Suite 4700 Chicago, Illinois 60601 Phone: (312) 523-2111 Fax: (312) 523-2001

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www.crivellocarlson.com

2

Professional Services

Date	Atty	Description	Hours
		Policies, Explaining Why Some Language is Highlighted, and Seek Confirmation Regarding Referenced Documentation of Physical Plant Changes	
05/18/17	SCM	Communicate With Client Regarding Draft Policies Sent to Auditor and Areas That Will Need Jail's Decisions or Input Prior to Finalization	0.20
05/18/17	SCH	Continue to Draft Revised Policies for Compliance with PREA	2.50
05/19/17	SCM	Analyze Brown County's Contract With Outagamie County For Housing of Brown County Inmates to Determine How It Will Need to be Revised to be PREA Compliant	0.20
05/30/17	SCM	Communicate With Client Regarding Deadlines for Corrective Period and Suggesting Request for Extension from Auditor	0.20
05/31/17	SCM	Communicate With PREA Auditor Requesting Update on her Review of Draft PREA Policies and Requesting Extension of Corrective Period to Ensure Review Can be Completed and Policy Can be Implemented	0.20
06/07/17	SCM	Communicate With PREA Auditor Regarding What She will Need for Interview Scheduling, Photographs of Physical Plant Changes, and Confirming That We Will Not Move Forward With Training Until She Has Provided Us Edits or Approval of Proposed Policies	0.20
06/08/17	SCM	Draft Status to Client With List of Action Items Identified From Audit Report and Provide Information About Required Training and Options for Completion	1.90
06/20/17	SCM	Communicate With Client Regarding Conference Call and Confirm That Auditor Has Not Yet Returned Any Edits or Comments on Proposed Policies	0.10
06/20/17	SCM	Request Update From Auditor on Status of Her Review of Proposed Policies	0.10
06/21/17	SCM	Communicate With Auditor Requesting Update on Status of Her Review of Policies and Whether Training	0.20

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131 West Wilson Street Suite 1004 Madison, WI 53703 Phone: (608) 619-8490 Fax: (608) 619-5494
316 N. Barstow Street Suite C Eau Claire, WI 54603 Phone: (715) 595-1730 Fax: (715) 595-1731
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2

Professional Services

Date	Atty	Description	Hours
		Can Proceed in July and August	
06/21/17	SCM	Review Status of Draft Policies, Identify Areas For Which Additional Information or Clarification is Needed from Jail Staff, and Identify Key Points for Initial Review of Policy With Employees Designated as PREA Compliance Managers and PREA Coordinator	1.20
06/23/17	SCM	Communicate With Client - Telephone Conference to Discuss PREA Policies, Identify Titles of People Who Will be Responsible for Tasks Set Forth in Policies and Answer Client's Questions	1.20
06/23/17	SCM	Continue Telephone Conference With Client to Confirm That Items Identified in Initial Audit Report Have Been Addressed or to Create Plan for Addressing Issues In the Next Month	1.10
06/23/17	SCM	Communicate With PREA Auditor About Her Assurance That Policies Will be Reviewed by Monday	0.10
06/26/17	SCM	Roundtrip Travel Milwaukee to Green Bay for Meeting With Supervisors to Introduce PREA Policy	4.00
06/26/17	SCM	Meeting With Jail's Designated PREA Compliance Managers and PREA Coordinator to Provide Overview of PREA Policy and Requirements and to Discuss Their Initial Questions About Implementation	2.10
06/27/17	SCM	Telephone Conference With Auditor to Discuss Questions, Training Dates, and Her Initial Review of Our Proposed Policies	0.50
06/27/17	SCM	Begin Reviewing Available Curriculum Templates to Determine Which Will Work Best for Brown County	1.10
06/27/17	SCM	Communicate With Client Regarding Proposed Dates for PREA Training and Possible Format for Materials	0.30
06/27/17	SCM	Communicate With PREA Auditor Listing Questions Raised During Meeting With BCJ Staff About Certain PREA Requirements and My Interpretation of PREA Statutes and Requesting Input as to Implementation	0.80

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2

Client Ref: 0100 - 1700173
Bill Number 0100-108651

January 16, 2018
Page 7

Professional Services

Date	Atty	Description	Hours
06/28/17	SCM	Review PREA Auditor's Responses to Questions Following BCJ Meeting	0.20
06/28/17	SCM	Review and Incorporate Auditor's Edits to Main PREA Policy and Policies C1, H3, S7, S6, S5, MJ2, I16, I2, P6, I8	1.30
06/29/17	SCM	Continue Drafting PREA Staffing Plan With Reference to Current BCJ Staffing Plan	2.40
06/29/17	SCM	Communicate With Client Regarding Questions About Categories in Current Staffing Plan for Incorporation into PREA Staffing Plan	0.20
06/29/17	SCM	Communicate With Client Providing Summary of Auditor's Comments, Training Schedule, and Staffing Plan	0.50
06/30/17	SCM	Confirm With Client That Auditor May be Willing to Move Training Dates Further into August as Long as Two Thirds of Staff are Trained by Early August	0.10
07/03/17	SCM	Review Auditor's Comments Regarding Training and Completion of the Audit Process and Demanding That Training be Completed in July	0.10
07/06/17	SCM	Communicate With PREA Auditor Stating We Are Awaiting Her Review and Comments on All Draft Policies Before We Implement or Train, Confirm Training Dates Already Discussed are Earliest Dates We Can Feasibly Accomplish Training, and Alternative Dates Available but We May Lose Attendees Due to Short Notice	0.40
07/06/17	SCM	Review Auditor's Comments and Edits on Draft PREA Policy	0.20
07/06/17	SCM	Advise Client of Auditor's Comments Regarding Scheduling Training and Her Willingness to Allow Training to Proceed into August	0.10
07/06/17	SCM	Advise Auditor That She Has Not Reviewed Or Commented on Policy S13 Yet	0.10

Excellence. Consistency. Integrity

710 North Plankinton Avenue Suite 500 Milwaukee, Wisconsin 53203 Phone: (414) 271-7722 Fax: (414) 271-4438
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131 West Wilson Street Suite 1004 Madison, WI 53703 Phone: (608) 519 8490 Fax: (608) 519 8494
316 N. Earlestown Street Suite C Eau Claire, WI 54603 Phone: 715 596 1730 Fax: 715 596 1731
161 North Clark Street Suite 4700 Chicago, Illinois 60601 Phone: (312) 523-2111 Fax: (312) 523-2001

Crivello Carlson, Picou & Andrekian, LLC 1012 Plummer Drive 2nd Floor Suite 201 Edwardsville, Illinois 62025 Phone: 618 655 0006 Fax: 618 655 0250
www.crvellocarlson.com

2

Professional Services

Date	Atty	Description	Hours
07/11/17	SCM	Review Jail Inservice Announcement to Confirm Dates of PREA Training and Groups to Match Dates Given to and Approved by PREA Auditor	0.10
07/11/17	SCM	Begin Gathering Training Materials From National Sites, Including National PREA Resource Center and Department of Justice, and Personalizing for Use of BCJ PREA Policies For Use in Power Point Presentation for Upcoming Training Sessions	3.00
07/11/17	SCM	Communicate With PREA Auditor Regarding What She Will Test Inmates and Staff On and Confirm Whether Background Historical Process and Reasoning Behind PREA Is Necessary	0.20
07/14/17	SCM	Continue Drafting Power Point and Presentation Materials for PREA Training Sessions	3.50
07/18/17	SCM	Continue Preparing for PREA Training With Review of Training Materials and Practice Quizzes to Confirm What Staff May be Asked by Auditor and Continue Working on Creation of Power Point Presentation	3.80
07/21/17	SCM	Continue Drafting Power Point and Presentation Materials for PREA Training With Specific Review and Confirmation That All Necessary Statutory Provisions Have Been Addressed	2.50
07/25/17	SCM	Communicate With Auditor Requesting Immediate Response to Proposed Training Materials So That We Can Finalize in Next 48 Hours	0.10
07/26/17	SCM	Continue Preparing Training Materials and Power Point Based on Auditor's Comments Regarding Additional Information to be Included	2.90
07/26/17	SCM	Review Auditor's Edits to Policy S13 Sexual Assaults and Comments and Edits to Proposed Training Materials	0.50
07/27/17	SCM	Roundtrip Travel Milwaukee to Green Bay for Training	3.50
07/27/17	SCM	Present Training Session to Group 3 on PREA	6.20

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131 West Wilson Street, Suite 1004 Madison, WI 53703 Phone: 608-619-8490 Fax: 608-619-8494
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Professional Services

Date	Atty	Description	Hours
		Requirements and Policy Changes	
07/28/17	SCM	Communicate With Client Providing Comments on Initial Training Session, Questions Raised About Certain Changes, Status of Finalization of Policies, and Scheduling of Inmate and Employee Interviews	0.70
07/31/17	SCM	Review Auditors Comments Regarding Scheduling of Training, Photographing Inmates, and Additions to Power Point Presentation	0.20
07/31/17	SCM	Communicate With Client Regarding Finalized Versions of Updated PREA-Related Policies	0.20
07/31/17	SCM	Review All Versions of Draft Policies and Comments Provided by and Exchanged with PREA Auditor and Make Any Remaining Edits for Finalization and Transmittal to Brown County	0.70
07/31/17	SCM	Update PREA Training Materials With Questions and Answers From First Session and Additional Information Received From Auditor	0.60
08/01/17	SCM	Roundtrip Travel Milwaukee to Green Bay for Training	4.00
08/01/17	SCM	Present PREA Training	5.50
08/02/17	SCM	Communicate With Client Regarding Auditor's Response to Questions About Lack of Other Counties With PREA Compliance and Advise of Possible Ways to Comply With Statute Regarding Housing Inmates at Other Facilities	0.40
08/02/17	SCM	Communicate With PREA Auditor Regarding Concerns That Wisconsin County Jails Cannot in Practice Comply With PREA Requirements Regarding Housing of Inmates At Other Facilities Due to Lack of Other PREA Compliant Facilities	0.50
08/02/17	SCM	Analyze Auditor's Response That There Are No Exceptions to Requirements That Jail Inmates Housed Elsewhere Must be Housed at PREA Compliant Facilities	0.10

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Professional Services

Date	Atty	Description	Hours
08/07/17	SCM	Research Case Law, Commentary, and Government Website Guidance Regarding PREA's Monitoring Requirement for Facilities That Accept Jail Inmates That Must Also Be Working Toward PREA Compliance	2.90
08/07/17	SCM	Draft Status to Client Regarding Section 115.12's Monitoring Requirement, Future Auditing of Jail and of Contracting Facilities, and Advising of Remaining Steps to Gain Compliance	2.50
08/07/17	SCM	Revise Language Regarding PREA Compliance in Proposed Contract With Outagamie County to Make Brown County's Monitoring Less Stringent But Still in Compliance With Statutory Language	0.20
08/08/17	SCM	Roundtrip Travel Milwaukee to Green Bay for Training	4.00
08/08/17	SCM	Present PREA Training	6.50
08/09/17	SCM	Communicate With Auditor Regarding Completion of Training, Make-Up Session, Rosters, and Requesting Information Regarding What She Still Needs to Complete Her Review and What Format She Needs Information to be in	0.20
08/09/17	SCM	Begin Researching How Auditor May Affect Finding of PREA Compliance and Consequences of an Auditor Not Recommending or Approving Compliance Based on Scheduling Issues	0.60
08/14/17	SCM	Communicate With Client Regarding Plan to Proceed With Completion of PREA Steps to Comply With Auditor's Timeline	0.10
08/15/17	SCM	Communicate With Client Regarding Their Comments and Updates to PREA-Related Policies and Review Their Changes and Concerns to Determine Whether Any Cannot Be Made Based on PREA Requirements	0.30
08/21/17	SCM	Draft PREA Screening Questionnaire Based on Statutory Language and National PREA Resource Center's Guidelines	0.80

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Professional Services

Date	Atty	Description	Hours
08/21/17	SCM	Draft Employee PREA Training Acknowledgment Based on Statutory Requirements	0.10
08/21/17	SCM	Identify Required SSV Survey of Sexual Violence Statistical Report Forms Published by Department of Justice That Must be Completed Annually for PREA Compliance	0.20
08/21/17	SCM	Telephone Call With Client Discussing Updated PREA Policies Reviewed and Approved by Administration and Discussing Additional Forms and Acknowledgments Requested by Client to be Drafted	0.80
08/21/17	SCM	Communicate With Client Providing PREA-Required Screening Questionnaire, Employee Acknowledgment, and Department of Justice Recording Forms	0.10
08/21/17	SCM	Cross Reference County's Changes to Draft PREA and PREA-Related Jail Policies With Language of PREA Statute to Ensure That All Final Edits Are Acceptable and Do Not Contravene PREA Requirements; Communicate Results of Review to Client to Confirm All But One Change Are Acceptable	1.00
08/21/17	SCM	Research Department of Justice Survey of Sexual Violence Forms Reference by PREA and Made Available Online to Confirm That Proper Forms Are Completed and Confirm When and How Forms Must be Completed for Purposes of PREA Compliance	0.20
08/22/17	SCM	Update Jail Inmate Handbook With PREA Information and Cross Reference With Requirements of PREA Statute and PREA Policy to Confirm Consistency and Compliance	2.50
08/22/17	SCM	Research PREA Statute For Any Specific Inmate Handbook Requirements or Inmate Written Education Requirements for Purposes of Including Language in Printed Jail Inmate Handbook	0.20
08/25/17	SCM	Communicate With Client Regarding Screening Questions and Confirm When They Should be Asked and By Whom	0.20

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Date	Atty	Description	Hours
08/25/17	SCM	Research and Provide Approved/Acceptable Inmate PREA Training Videos to Client With Comments About Best Practice and Downloading	0.50
08/25/17	SCM	Communicate With Client Regarding Acceptable Language Per PREA For Referral for Investigation of Allegations and County/Jail's Responsibilities for Website Language	0.20
08/28/17	SCM	Communicate With Auditor Providing Training Hand-Out and Acknowledgment Form for Volunteers and Request her Review and Approval	0.10
08/30/17	SCM	Communicate With Delain Regarding BFOQ Employment Concerns Related to Staffing Assignments Necessary to Effectuate PREA Requirements, Especially Pat Searches of Inmates	0.30
08/30/17	SCM	Begin Researching BFOQ Issue and Whether Any Cases Have Examined Bona Fide Occupational Qualifications in Correctional Setting Since PREA Was Enacted	1.40
08/31/17	SCM	Communicate With PREA Auditor Regarding Scheduling of Staff and Employee Interviews and Meeting Her Deadline	0.10
08/31/17	SCM	Continue Researching BFOQ Issues With Focus on Torres and Henry Cases and Holdings Applicable to Correctional Facilities	2.60
08/31/17	SCM	Begin Drafting Status to Delain and Malcomson With Analysis of BFOQ Case Law and Recommendations Regarding Staffing Options That May Comply With PREA and Title VII	2.10
09/01/17	SCM	Continue Drafting Status to Malcomson and Delain Regarding BFOQ Case Law and Recommendations Regarding Staffing Options That May Comply With PREA and Title VII	1.30
09/04/17	SCM	Communicate With Client Requesting List of Inmates	0.20

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Professional Services

Date	Atty	Description	Hours
		and Housing Assignments and List of Inmates Who Are	
		1. LGBTI	
		2. Limited English Proficient	
		3. Disabled	
		4. Victim of Sexual Abuse in Your Facility	
		5. Disclosed Sexual Abuse on the PREA Screening Assessment	
09/05/17	SCM	Communicate With Client Regarding Employee and Inmate Rosters, Dates for PREA Coordinator's Interviews, Implementation of Updated Policies, and Finalizing Last Steps of Audit	0.20
09/05/17	SCM	Communicate With PREA Auditor Regarding Scheduling of Inmate and Staff Interviews, Staffing Plans, and Requesting Confirmation of What Information She Still Needs to Complete Her Audit	0.20
09/05/17	SCM	Review List of Current Inmates for Sending to PREA Auditor and Captain Malcomson's Statement That The Jail Does Not Have Inmates Who Meet Criteria Identified by Auditor as Inmates Who Identify As LGBT, Who Have Been Victimized, Etc.	0.10
09/05/17	SCM	Continue Drafting Status to Client Regarding BFOQ Staffing Concerns and Explaining Ninth Circuit Case Law Suggesting That Compliance With PREA May be Sufficient to Support an Affirmative Defense of a BFOQ	1.10
09/06/17	SCM	Communicate With Client Providing Opinion on BFOQ and Staffing Issues and Advising That I am Available for Additional Questions	0.10
09/06/17	SCM	Telephone Conference With Captain Malcomson and Chief Deputy Delain to Discuss BFOQ Issues and Staffing Certain Positions in Order to Comply With PREA Policy Requirements	1.00
09/06/17	SCM	Review Email From Captain Malcomson to Staff Advising of Policies Effective 9/12 and Review Policies to Confirm They are Accurate and Correspond to	0.20

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Professional Services

Date	Atty	Description	Hours
		Policies We Have Discussed With All Changes	
09/06/17	SCM	Continue Drafting and Finalize Status to Client Explaining Status of BFOQ Case Law Applicable to Correctional Setting Involving Same-Sex Staffing and Outline How it May Apply or May be Distinguishable When Applied to BCJ Issues	1.20
09/07/17	SCM	Draft Status to Delain Summarizing Analysis, Recommendations, and Remaining Issues Related to Staffing Bulletin and Possible BFOQ Defense to Any Allegation of Discrimination	0.80
09/07/17	SCM	Review Email From PREA Auditor Confirming She Will Not Do Staff Interviews Over Weekend and Listing Items She Needs to Complete Her Review and Audit Process	0.10
09/08/17	SCM	Review PREA Auditor's Chosen Dates for Inmate and Staff Interviews and Communicate The Same to Client; Advise of PREA Auditor's Concern Regarding Jail's Inability to Identify Any LGBT Inmates or Inmates Who Have Reported Sexual Assault	0.20
09/09/17	SCM	Analyze Corporal Weed's Comments Regarding Updated Policies and His Concerns About Items to Be Deleted and Position Titles to be Changed Prior to Implementation	0.20
09/11/17	SCM	Telephone Call With Client to Discuss Their Questions About Youthful Inmates in Segregation or on Punitive Sanctions and Classes With Youthful Inmates Where Supervision is Provided by Instructor but not Officer	0.30
09/11/17	SCM	Communicate With Client Reminding That We Need to Send Auditor Information About Names of HSU and Mental Health Employees for Purposes of Auditor's Interviews	0.10
09/11/17	SCM	Communicate With PREA Auditor Providing Explanation As to Why Jail Cannot Currently Identify Any Inmates Who are LGBT or Who Have Reported Sexual Assault and Request Confirmation About	0.30

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Professional Services

Date	Atty	Description	Hours
		Details of Staff Interviews and What Staff Can Have and Where They Should be When Interview Takes Place	
09/11/17	SCM	Communicate With PREA Auditor Providing Confirmation of Staff Availability for Interviews on 9/12 and Coordinating Timing	0.10
09/11/17	SCM	Review PREA Auditor's Rules for Staff Interviews and What Questions Will be Asked	0.10
09/12/17	SCM	Roundtrip Travel Milwaukee to Green Bay	4.00
09/12/17	SCM	Provide PREA Training Session for Brown County Jail Staff	4.50
09/12/17	SCM	Jail Tour for Purposes of Confirming PREA Compliance and to Understand Staffing Issues; Discuss With Staff the Staffing Bulletin and Gender Discrimination Concerns Resulting From Female-Only Pat-Search Policy	4.00
09/13/17	SCM	Begin Drafting Status to Client Advising of Additional Case Law Review and Analysis Applicable to Staffing Issues Raised During Jail Tour for Purposes of Determining Possible Strategy for Forthcoming Staffing Bulletin in Order to Comply With PREA Requirements and Attempt to Minimize Possibility of Discrimination Complaints by Staff	2.60
09/13/17	SCM	Research Case Law Regarding BFOQ Defense Applicable to Correctional Institutions and Whether Discrimination Complaints About Gender-Based Staffing Can Be Mitigated by Creating Equal Number of Male-Only and Female-Only Positions or Whether Creating Number of Positions That Correlates to Percentage of Staff That is Female Might Limit Discriminatory Effect of Gender-Specific Positions	2.90
09/13/17	SCM	Analyze PREA-Related Reviews Documented by Staff From Past Allegations of Sexual Assault or Harassment to Determine Whether it Fits With Information Requested by Auditor and Whether it	0.20

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Professional Services

Date	Atty	Description	Hours
		Should be Disclosed to Her	
09/13/17	SCM	Communicate With Client Regarding Policy on Seniority and Staffing Preferences and Statute Applicable to Juvenile Facility Requiring Female Staffing	0.20
09/14/17	SCM	Communicate With Client Regarding How PREA Screening Questions Related to Developmental Disability and Homosexuality Should be Asked and/or Observed and Recorded	0.10
09/15/17	SCM	Continue Drafting Status to Client Outlining Options to Address Potential Employment Discrimination Complaints Arising From Same-Sex Staffing Implemented to Comply With PREA Requirements and Focus on Explanation of How It May Be Impossible to Eliminate Risk of Complaint Even if Employees Are No Longer Permitted to Choose Preferred Position Based on Seniority and if Employees' Positions are Assigned by Administration	2.10
09/18/17	SCM	Begin Drafting Status to Client Outlining Additional Research and Considerations Related to BFOQ Defense to Any Allegation of Discrimination Related to Same-Gender Staffing of Pods With Explanation of Case Law, Elements Needed to Establish Defense, and Whether Any Case Law Suggests That County Could Avoid Suit in the First Place	2.90
09/19/17	SCM	Telephone Call with Client to Discuss Status of Staff Interviews, Questions Regarding Staffing Proposals, and How to Decide Whether an Inmate is High Risk	0.40
09/19/17	SCM	Communicate With Client Regarding No Written Contract Between BCJ and Marquette and Shawano Counties	0.10
09/20/17	SCM	Communicate With PREA Auditor Requesting Update on and Confirmation of Staff Interviews	0.10
09/20/17	SCM	Develop Legal Strategy and Consider Potential for Disparate Impact Claims Involved with Sex-Based	0.90

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Date	Atty	Description	Hours
		Re-Staffing and Re-Organizing of Benefits To Identify Potential Colorable Arguments That Might be Made by Employees and to Confirm Whether All Potential Defenses Have Been Explored	
09/21/17	SCM	Draft Status to Client Summarizing Polk County Case and Jury Verdict With Explanation of How Liability Was Related to PREA Compliance and How it Could Affect Other Counties in Terms of Civil Liability Even if County is Not Receiving Federal Funding and Chooses Not to Enact PREA	1.50
09/22/17	SCM	Communicate With Client Regarding Questions About GBCI Inmates Who Are Temporarily Housed at BCJ Who Are High Risk Violent Inmates and Whether They Need to Receive PREA Education Materials Or Go Through Any Screening Processes	0.20
09/22/17	SCM	Review Language of PREA Statute Regarding Inmate Education and PREA Resource Center Materials to Determine Whether Temporary Inmates Who Are Not Housed Overnight Must Receive PREA Education Prior to Discharge From BCJ Custody	0.20
09/26/17	SCM	Respond to Client's Question Regarding Opposite-Gender Officer Announcements and Advise That I Would Defer to PREA Auditor's Direction or Instructions	0.10
09/27/17	SCM	Continue Drafting Status and Opinion Letter Regarding Sex-Based Staffing Proposals and their Compliance with Title VII Including Application of Case Law Research to Brown County Facts, Analysis of Potential Claims or Allegations, and Staffing Recommendation for 2018 Bulletin	1.80
10/02/17	SCM	Finalize Status to Clients Regarding Conclusions About PREA Staffing Requirements and Staffing Bulletin and Including Recommendations for Defenses to Any Discrimination Allegation, Including Discussion of BFOQ and De Minimum Effect on Employees	1.80
10/04/17	SCM	Review Brown County's Annual PREA Reports	0.20

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Professional Services

Date	Atty	Description	Hours
		Provided by Client From 2016 and 2017	
10/06/17	SCM	Communicate With PREA Auditor Requesting That She Put in Writing What Officers Should Say And When it Should be Said Regarding Opposite-Sex Officer Announcements	0.10
Atty		Rate	Hours
SCH	SAMUEL C. HALL, JR.	175.00	12.60
SCM	SARA C. MILLS	175.00	73.12
			<u>85.72</u>

Disbursements

Date	Description
Photocopies	
02/02/17	Misc. Correspondence 1 Copies @ \$0.00 each
03/13/17	Client File 1 Copies @ \$0.00 each
	Subtotal: Photocopies
Mileage	
03/14/17	SCH/Green Bay (246 Miles)
06/26/17	SCM/Green Bay (240 Miles)
07/27/17	SCM/Green Bay (240 Miles)
08/01/17	SCM/Green Bay (240 Miles)
08/08/17	SCM/Green Bay (240 Miles)
09/12/17	SCM/Green Bay (240 Miles)
Outside Printing	
04/12/17	Quantum/Copies of Memos Relating to Policies

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Disbursements

Date	Description
Online Research	
04/19/17	Westlaw Research
08/02/17	Westlaw Research
08/30/17	Westlaw Research
08/31/17	Westlaw Research
09/05/17	Westlaw Research
09/14/17	Westlaw Research
09/14/17	Westlaw Research
09/18/17	Westlaw Research
09/20/17	Westlaw Research
09/24/17	Westlaw Research
09/25/17	Westlaw Research
09/26/17	Westlaw Research
09/27/17	Westlaw Research
10/02/17	Westlaw Research

Total Fees	15,000.00
Total Disbursements	0.00

Total Fees and Disbursements	<u>\$15,000.00</u>
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02/26/18 - WMMIC Payment	(\$7,500.00)
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Brown County Balance	\$7,500.00
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Brown County



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P.O. BOX 23600
GREEN BAY, WI 54305-3600

PATRICK W. MOYNIHAN, JR.
SUPERVISOR – DISTRICT #22

October 31, 2018

TO: EXECUTIVE COMMITTEE and CORPORATION COUNSEL

FR: PATRICK W. MOYNIHAN, JR.
SUPERVISOR – DISTRICT #22

Dear Executive Committee Members,

For your consideration, I ask that Brown County with the consent of a majority of its County supervisors, provide financial assistance to the Greater Green Bay Convention & Visitor Bureau in the form of a 10-Year, Interest Free Loan in the amount of \$500,000, terms to be negotiated. Said funds would go to the GGBCVB Building Visitor Center Campaign Fund only and not to be used for any other purposes.

As governments of all levels provide grants to public and private organizations, I believe this loan not only assists the CVB in realizing its goal of achieving its new home, but it also brings to the forefront the benefits of the organization to the county and citizenry. Namely county-wide and regional tourism, promotion of workforce development, education and other community related services.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Moynihan", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.
Supervisor – District #22 (Ashwaubenon, De Pere and Lawrence)

BOARD OF SUPERVISORS

Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date: October 31, 2018

Agenda No.: Communications

Motion from the Floor

I make the following motion:

Communication from John Van Dyck

Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits.

Refer to Administration and Executive committees

Signed: 

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date: October 31, 2018

Agenda No.: Communications

Motion from the Floor

I make the following motion:

Communication from John Van Dyck

Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019.

Refer to Administration and Executive Committees

Signed: _____

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR – DISTRICT 22

TO: Brown County Executive Committee

FROM: Patrick W. Moynihan, Jr.
Supervisor – District #22

DATE: December 10, 2018

SUBJECT: 2018 November General Election Referendum Questions

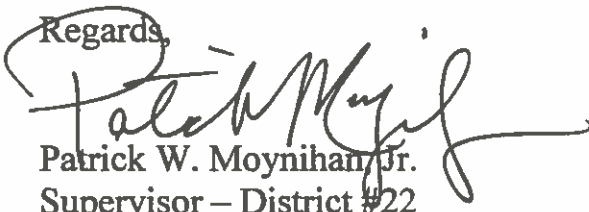
For your consideration, I ask that the Brown County Board of Supervisors confirm by resolution the Brown County 2018 November General Election Referendum Questions and forward said resolution to the newly elected Wisconsin governor and State legislators.

The results in Question One – “Dark Stores” was approved by a vote of 81,031 voting yes and 26,998 voting no (75.01%/24.99%).

Further, the results in Question Two – “Medicinal Cannabis” was approved by a vote of 85,055 voting yes and 27,481 voting no (75.58%/24.42%).

I respectfully ask for passage of this request by forwarding to Corporation Counsel for a final draft acted upon by the Brown County Board of Supervisors in January, 2019.

Regards,


Patrick W. Moynihan, Jr.
Supervisor – District #22

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR – DISTRICT 22

TO: Brown County Executive Committee

FROM: Patrick W. Moynihan, Jr.
Supervisor – District #22

DATE: December 10, 2018

SUBJECT: Brown County Ordinance Chapter 2.14 (10)
(Parliamentary Procedures)

For your consideration, I ask that the Brown County Board of Supervisors place in ordinance form a parliamentary rule which shall amend Chapter 2.14 (10) which shall supersede Roberts Rules of Order (Chapter 2.14 (22)).

I am of the belief that when a main motion is made and/or a motion to amend or a motion by substitution thereafter follows, the county board acts in a singular fashion either on the main or secondary (as I call them) motion. Theoretically, secondary motions could be “stacked” one after another in perpetuity.

I respectfully ask for passage of this request by forwarding it to Corporation Counsel for a final draft acted upon by the Brown County Board of Supervisors in January, 2019.

Regards,

A handwritten signature in black ink, reading "Patrick W. Moynihan, Jr." The signature is stylized with a large, flowing "P" and "M".

Patrick W. Moynihan, Jr.

October 31, 2018

**AN ORDINANCE TO AMEND CHAPTER 2 (COUNTY BOARD OF SUPERVISORS)
OF THE BROWN COUNTY CODE OF ORDINANCES
BY AMENDING SECTION 2.14(17) (REGARDING RECONSIDERATION)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.14(17) of Chapter 2 of the Brown County Code of Ordinances is hereby amended as follows:

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the County Clerk ~~by 4:00 p.m. of the day prior to the succeeding regularly scheduled County Board meeting~~ no later than seven (7) business days following the previous regularly scheduled County Board Meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

Approved by: Corporation Counsel

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10-04-2018
REQUEST TO: Exec Comm and County Board
MEETING DATE: 10-08-2018; 10-17-2018; 10-22-2018 and 10-31-2018
REQUEST FROM: Corporation Counsel at request of County Board Chair and Exec Comm
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND CHAPTER 2 (COUNTY BOARD OF SUPERVISORS) OF THE BROWN COUNTY CODE OF ORDINANCES BY AMENDING SECTION 2.14(17) (REGARDING RECONSIDERATION)

ISSUE/BACKGROUND INFORMATION:

To amend the time for requesting Reconsideration of Vote

ACTION REQUESTED:

- Approval

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account?
 2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

December 19, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION FOR TABLE OF ORGANIZATION CHANGE
IN THE PLANNING AND LAND SERVICES DEPARTMENT AND
AUTHORIZATION FOR BROWN COUNTY TO ADMINISTER, OPERATE AND
MANAGE THE BROWN COUNTY HOUSING AUTHORITY**

WHEREAS, Wis. Stat. Sec. 66.1201, commonly referred to as the “Housing Authorities Law,” states that upon a finding and declaration of necessity, a county housing authority may be created via Resolution; and

WHEREAS, the Brown County Board of Supervisors created the Brown County Housing Authority (BCHA) by Resolution on February 21, 1973, upon it being determined that there existed in Brown County unsafe and unsanitary inhabited dwelling accommodations, and that there was a need to provide additional assistance in order to realize the goal of decent, safe, and sanitary homes for all of its citizens; and

WHEREAS, the Brown County Board of Supervisors approved a Memorandum of Understanding between Brown County and the United States Department of Housing and Urban Development (HUD) by resolution on February 21, 1973, concerning the operation of a Housing Allowance Program in Brown County; and

WHEREAS, today the BCHA receives funding from HUD, mainly to manage the Housing Choice Voucher (HCV) Program which is administered through a contract with Integrated Community Solutions (ICS); and

WHEREAS, the BCHA currently shares staff with the City of Green Bay Housing Authority, which until 2006 had been located in a shared City of Green Bay and Brown County Planning Commission office in Green Bay City Hall; and

WHEREAS, a vacancy occurred in October 2018 for the Housing Administrator position that was shared by the City of Green Bay Housing Authority and the BCHA; and

WHEREAS, by letter dated October 24, 2018, the City of Green Bay provided formal notice to the County that the City believes that the BCHA will best be served by an Executive Director and Housing Administrator located within a County department, that the City will no longer be managing the BCHA effective January 1, 2019, and that the City has notified the BCHA of this decision; and

WHEREAS, after due consideration it was determined that if staffing for the BCHA was located within the Brown County Planning and Land Services Department, the BCHA has adequate funding from HUD and other resources to cover the staffing and administrative expenses necessary to operate the program without utilizing Brown County tax levy revenue; and

WHEREAS, the Brown County Planning and Land Services Department has the knowledge and expertise to administer the programs of the BCHA, and the mission of the BCHA is consistent with the community development mission of the Planning and Land Services Department; and

WHEREAS, in order to adequately staff the BCHA, the Table of Organization for the Planning and Land Services Department needs to be amended to add a Housing Administrator position.

NOW THEREFORE BE IT RESOLVED, by the Brown County Board of Supervisors, that it hereby approves of the Brown County Planning and Land Services Department Table of Organization change, as described above and in the "Budget Impact" section of this Resolution below, and it hereby requires that if the grant funding terminates for the Housing Administrator position, then the position shall terminate; and that it hereby authorizes and directs County Administration and the Planning and Land Services Department to take any and all actions

necessary to administer, operate and manage the Brown County Housing Authority (BCHA), which may include: 1) Entering into an agreement between the BCHA and Brown County to have the Planning and Land Services Department provide administrative support to the BCHA; 2) Establishing a Cost Allocation Plan between the BCHA and Brown County to establish cost allocations or billings that are allowable; and 3) Completing HUD-required administrative procedures to enable Brown County staff to administer the HUD programs under the direction of the BCHA.

Budget Impact:

Planning and Land Services

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Housing Administrator					
\$29.36/hr Position # TBD					
Hours: 2088	1.00	Addition	\$61,304	\$19,006	\$80,310
Funding received from BCHA HUD Housing Choice Voucher Grant					-\$80,310
Annualized Budget Impact					\$0.00

Fiscal Note: This resolution does not require an appropriation from the general fund in 2019 as the BCHA has adequate funds to cover all administrative costs.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BREE A. MADISON

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES DIRECTOR

DATE: November 16, 2018
REQUEST TO: Planning, Development & Transportation and Executive Committee
MEETING DATE: November 26, 2018 and December 10, 2018
REQUEST FROM: Bree Madison
Acting Human Resources Manager
Chuck Lamine
Planning Director, Planning and Land Services

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority

ISSUE/BACKGROUND INFORMATION:

This resolution creates a grant-funded Housing Administrator position to carry out duties related to the administration and operation of the Brown County Housing Authority.

ACTION REQUESTED:

Review and approve the attached resolution for implementation effective January 1, 2019.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____ 0 _____
 - b. If part of a bigger project, what is the total amount of the project? Approximately \$20 million Brown County Housing Authority operating budget.
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? BCHA HUD Housing Choice Voucher Grant program administrative funds as well as BCHA reserve funds.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

December 19, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REQUESTING THAT THE STATE OF WISCONSIN
FUND TWO NECESSARY ASSISTANT DISTRICT ATTORNEY POSITIONS**

WHEREAS, by law, the State of Wisconsin is responsible for funding Brown County Assistant District Attorney (ADA) positions, but has failed to adequately do so to date; and

WHEREAS, the need for additional ADAs in Brown County was so great that, years ago, Brown County made the decision to fund two additional ADA positions on its own, but the need for additional ADAs continues and today, according to a recent study, Brown County remains 11.46 ADAs short, the largest such ADA shortfall of all counties in the entire state; and

WHEREAS, the lack of ADAs in Brown County causes a backlog of cases in the criminal justice system, leads to longer pretrial periods of detention in the Brown County jail and makes victims of crimes needlessly wait longer periods to receive justice; and

WHEREAS, Brown County desires that the State of Wisconsin fund two additional ADA positions in Brown County via legislation and/or budgetary action, and Brown County affirms that if the State does fund two additional ADA positions in Brown County, then Brown County will continue to fund the two ADA positions it currently funds, as opposed to eliminating said positions.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby respectfully requests that the State of Wisconsin fund two additional ADA positions in Brown County via legislation and/or budgetary action, and hereby affirms that if the State does fund two additional ADA positions in Brown County, then Brown County will continue to fund the two ADA positions it currently funds, as opposed to eliminating said positions; and

BE IT FURTHER RESOLVED that the County Clerk shall forward a copy of this Resolution to the Wisconsin Governor, Wisconsin Counties Association, State Representatives and State Senators representing the Brown County area.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out the resolution is \$5.98 and can be covered with the department's current budget.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Approved by: Corporation Counsel

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12-06-2018
REQUEST TO: Exec
MEETING DATE: 12-10-2018
REQUEST FROM: Dave Hemery, Corp Counsel, per Exec Comm Directive
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REQUESTING THAT THE STATE OF WISCONSIN FUND TWO NECESSARY ASSISTANT DISTRICT ATTORNEY POSITIONS

ISSUE/BACKGROUND INFORMATION:

Improve Court Efficiency and protect victim and defendant rights

ACTION REQUESTED:

Approve

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$5.98
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Can be absorbed by department budget

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

December 19, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING INCREASING THE REIMBURSEMENT RATE
FOR CERTIFIED PRIVATE ATTORNEYS THAT ACT AS PUBLIC DEFENDERS**

WHEREAS, by law, the State of Wisconsin sets the reimbursement rate for private attorneys that act as State Public Defenders (Acting PDs) for the State Public Defender Office when there is a conflict, or when a Public Defender is not available to take a particular case; and

WHEREAS, the \$40.00 per hour reimbursement rate for Acting PDs in Wisconsin was set by the legislature in 1995, and actually *reduced* the prior rate of \$50.00 per hour; and

WHEREAS, the \$40.00 per hour reimbursement rate for Acting PDs in Wisconsin is the lowest in the nation, and according to a survey done by the Wisconsin State Bar, is not even high enough to cover the average overhead cost incurred by small law firms; and

WHEREAS, due to the low reimbursement rate, potential Acting PDs often refuse to take cases when asked by the State Public Defender Office, and instead wait to see if they will be appointed by the Court to represent the Defendant at the Court Appointed Attorney Rate of \$70.00 per hour, which is set to rise to \$100.00 per hour in 2020; and

WHEREAS, when potential Acting PDs refuse to take cases from the State Public Defender Office at the \$40.00 per hour rate, and instead get appointed by the Court on the same case at the \$70.00 per hour Court Appointed Attorney Rate, the County ends up paying a significant portion of the additional cost, and that cost is estimated to be between \$150,000.00 and \$200,000.00 per year once the Court Appointed Attorney Rate rises to \$100.00 per hour in 2020; and

12

WHEREAS, the low reimbursement rate for Acting PDs in Wisconsin increases the amount of time it takes to obtain an attorney to represent a Defendant, causes a backlog of cases in the criminal justice system, leads to longer pretrial periods of detention in the Brown County jail and makes victims of crimes needlessly wait longer periods to receive justice; and

WHEREAS, Brown County desires that the State of Wisconsin raise, and fund, the reimbursement rate for Acting PDs from \$40.00 per hour to \$70.00 per hour, and to index said rate to the rate of inflation.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby respectfully requests that the State of Wisconsin raise, and fund, the reimbursement rate for Acting PDs from \$40.00 per hour to \$70.00 per hour, and that the State of Wisconsin index said rate to the rate of inflation; and

BE IT FURTHER RESOLVED that the County Clerk shall forward a copy of this Resolution to the Wisconsin Governor, Wisconsin Counties Association, State Representatives and State Senators representing the Brown County area.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out the resolution is \$5.98 and can be covered with the department's current budget.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Approved by: Corporation Counsel

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12-06-2018
REQUEST TO: Exec
MEETING DATE: 12-10-2018
REQUEST FROM: Dave Hemery, Corp Counsel, per Exec Comm Directive
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING INCREASING THE REIMBURSEMENT RATE FOR CERTIFIED PRIVATE ATTORNEYS THAT ACT AS PUBLIC DEFENDERS

ISSUE/BACKGROUND INFORMATION:

Improve Court Efficiency and protect victim and defendant rights

ACTION REQUESTED:

Approve

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$5.98
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Can be absorbed by department budget

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

12

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

10/31/18

	Amended Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 580,909	\$ 467,424	83.3%	
Public Charges	\$ 50	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ 20,654	\$ 20,654	100.0%	(1)
Personnel Costs	\$ 420,040	\$ 329,639	78.5%	(2)
Operating Expenses	\$ 161,573	\$ 135,297	83.7%	(3)

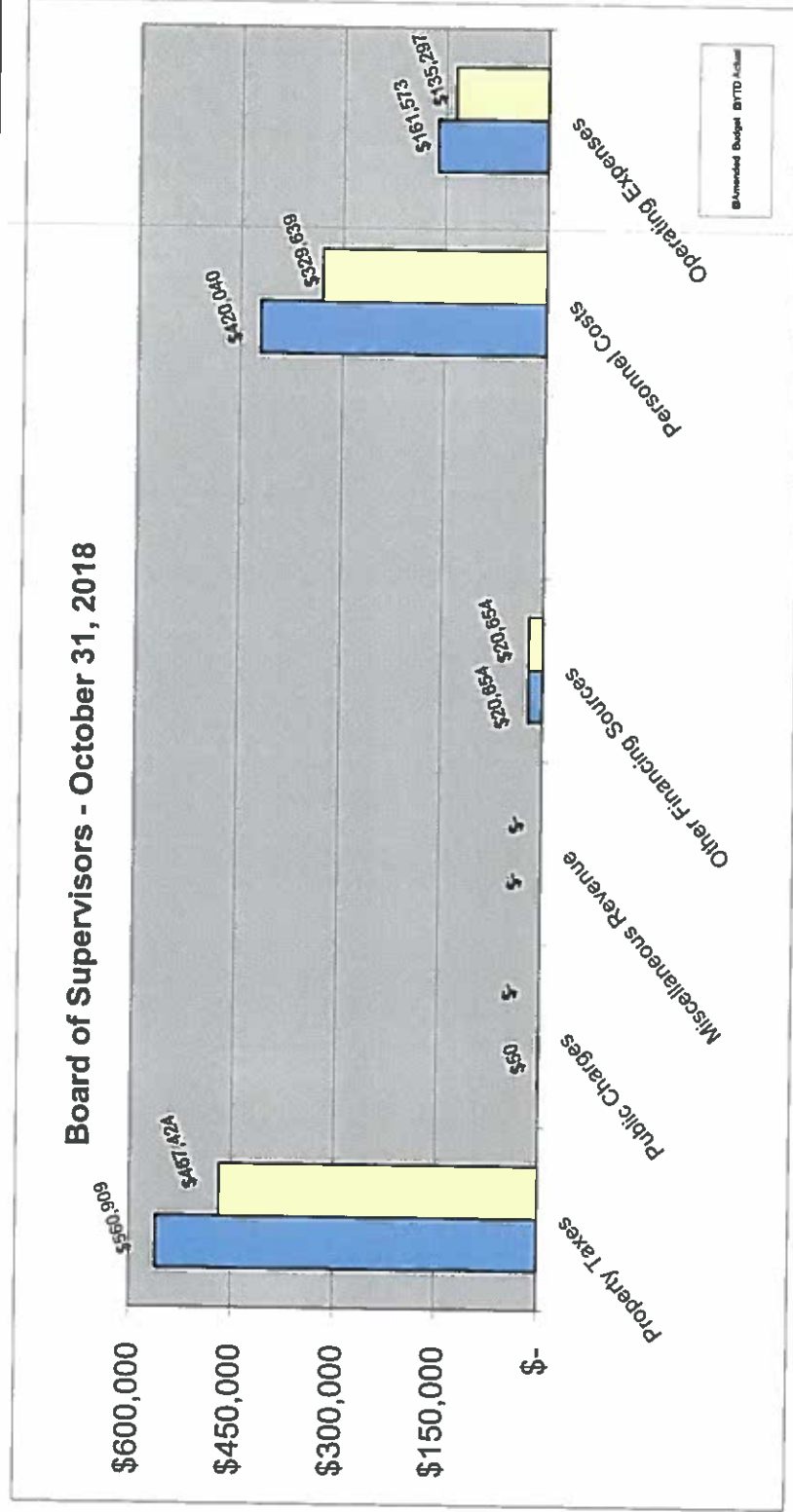
Comments:

(1) Other Financing Sources - Includes funds carried over from 2017 for computerized tablets (\$16,460) and a donation made to the Veterans' Recognition Subcommittee (\$1,300).

(2) Personnel Costs - Overtime incurred (\$1,348.05) exceeds overtime budgeted (\$993.00).

(3) Operating Expenses (YTD Actual) - Primarily reflects audit fees billed and paid to date (\$80,000) and annual dues paid to WCA (\$27,148) and NACo (\$4,960).

Board of Supervisors - October 31, 2018



13

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

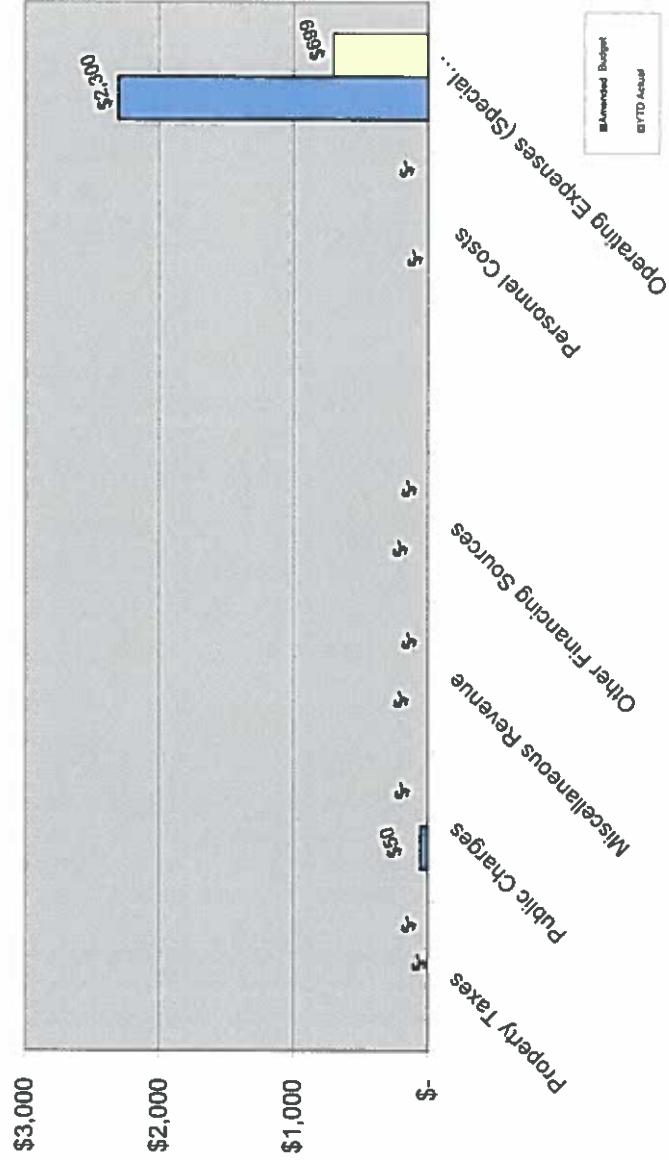
10/31/18

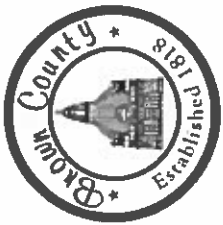
	Amended Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ - \$	-		
Public Charges	\$ 50 \$	-	0.0%	
Miscellaneous Revenue	\$ - \$	-	#DIV/0!	
Other Financing Sources	\$ - \$	-		
Personnel Costs	\$ - \$	-		
Operating Expenses (Special Events)	\$ 2,300 \$	699	30.4%	(1)

Comments:

(1) Operating Expenses (Special Events) - Includes funds carried over from 2017 (i.e., a \$1,300 donation made to the Veterans' Recognition Subcommittee). YTD expenditures include; dog tags (\$271.50), band for the Brown County Fair (\$300.00) and postage expenses.

Board of Supervisors
(Veterans' Recognition Subcommittee)
October 31, 2018





Board of Supervisors

Through 10/31/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 100 - General Fund									
	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
REVENUE									
Property taxes	560,909.00	.00	560,909.00 ✓	46,742.42	.00	467,424.20 ✓	93,484.80	83 ✓	575,188.00
Public Charges	50.00	.00	50.00 ✓	.00	.00	.00 ✓	50.00	0 ✓	148.57
Miscellaneous Revenue	.00	.00	.00 ✓	.00	.00	.00 ✓	.00	+++ ✓	302.75
Other Financing Sources	.00	20,654.00	20,654.00 ✓	.00	.00	20,654.00 ✓	.00	100 ✓	6,910.00
REVENUE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$46,742.42	\$0.00	\$488,078.20	\$93,534.80	84%	\$582,549.32
EXPENSE									
Personnel Costs	417,146.00	2,894.00	420,040.00 ✓	31,656.15	.00	329,639.14 ✓	90,400.86	78 ✓	415,950.88
Operating Expenses	143,813.00	17,760.00	161,573.00 ✓	7,809.41	.00	135,297.48 ✓	26,275.52	84 ✓	136,372.75
EXPENSE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$39,465.56	\$0.00	\$464,936.62	\$116,676.38	80%	\$552,323.63
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$7,276.86	\$0.00	\$23,141.58	(\$23,141.58)		\$30,225.69
Grand Totals									
REVENUE TOTALS	560,959.00	20,654.00	581,613.00	46,742.42	.00	488,078.20	93,534.80	84%	582,549.32
EXPENSE TOTALS	560,959.00	20,654.00	581,613.00	39,465.56	.00	464,936.62	116,676.38	80%	552,323.63
Grand Totals	\$0.00	\$0.00	\$0.00	\$7,276.86	\$0.00	\$23,141.58	(\$23,141.58)		\$30,225.69

13

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS

INTERNAL AUDITOR

Date: December 4, 2018

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (October 1 – November 30, 2018)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: 2019 Budget Review
 - b. In-progress: Year End – Cash on Hand & Petty Cash Compliance Testing
 - c. In-progress: Audit of the Brown County Sheriff DARE Program Account
2. Standard Monthly Duties
 - a. Review – Clerk of Courts Bank Reconciliation
 - b. Preparation & Review – Bills over \$5,000 Report
 - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
 - b. Open Records Request (1)
 - c. Appeals (3)
 - d. Anonymous Tip Line (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (last updated for October 31, 2018)
006 Board Office	560,909	0	0	23,142	23,142	All of the annual audit expense (\$80,000), had been paid as of October 31, 2018, resulting in operating expenses being over budget as of 10/31, but personnel costs were significantly lower than budget, offsetting this difference for a small surplus. Based on results through 9/30, expect a surplus of ~\$25k for the year.
010 Circuit Courts	2,006,639	0	0	199,870	199,870	State aid for the second half of the year was received in August, resulting in revenues significantly ahead of budget and a large surplus that will mostly correct itself, although expenses were slightly below budget as of 10/31. Notably, a budget adjustment for \$64,283 related to capital outlays had \$25,283 recognized as revenue with no corresponding expense.
012 Clerk of Courts	757,191	0	0	157,257	157,257	Primary variance is because operating expenses are 71% (compared to 83% of the year at 10/31). Notably, Guardian ad litem invoices are recorded a month behind, which would largely explain the Juvenile and Probate, but does not fully explain the difference for Guardian ad litem Family & Paternity that was under budget by \$77,000 taking into account the month delay on invoices. Ad litem is at judge discretion and can vary depending on the cases that are seen each month. Further, state aid was received for the second half of the year, which includes \$39,000 to fund the rest of the year. Lastly, personnel expenses were \$91,000 below budget for this point in the year.
013 Public Safety	6,735,634	0	0	140,487	140,487	Variance became favorable for the first time this year, with personnel expenses have a favorable variance that overcame repairs and maintenance expense for equipment (\$928k) and the Software maintenance agreement (\$208k) that had been fully expended in the first half of the year. Expect a significant surplus by the end of the year.
014 Medical Examiner	547,691	0	0	166,936	166,936	Operating expenses were significantly under budget, primarily because of transportation and lab services that were \$14k and \$38k under budget at 10/31. Also, the professional services contract with Dane County was \$59,000 under budget. Further, revenue was about \$21k higher than expected because of transfers in at the beginning of the year and public charges that were slightly above expectations.
016 Corporation Counsel	602,290	0	0	207,076	207,076	Personnel costs were about \$59k below budget, revenues were about \$42k high because the intrafund transfers were recorded at the beginning of the year, and none of the \$33,629 budgeted for capital outlay had been expended as of 10/31/18. The remainder of the difference was because of contracted legal services that are under budget as of 10/31, but vary throughout the year.
019 County Clerk	282,654	0	0	78,685	78,685	Primarily due to intergovt charges, which were \$15k greater than expected, and public charges for passports, which were \$29k higher than expected. There was also a favorable variance for personnel expenses that may be reduced by the costs of administering the November elections.
024 District Attorney	1,406,332	0	0	41,413	41,413	Personnel costs were \$32k below expectations. Further, contracted and professional services, which vary throughout the year, were under budget by \$20k and \$8k, respectively, which were offset by public charges and intergovernment revenues below expectations by \$10k and \$15k, respectively.
029 Executive	351,524	0	0	19,927	19,927	Only significant variance from budget was personnel costs that were \$19k under budget.
032 Administration	1,324,176	0	0	235,522	235,522	Personnel was about \$216k under budget because of vacancies, including Finance Director, and temporary help that had not been used budgeted at \$45k. These were partially offset by transfers in that had not been fully processed and were \$57k under budget.

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Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
048 Land Conservation	457,179	0	0	113,724	113,724	Expenses are below budget expectations because most land owners payments have not been paid as of 10/31/18, which are about \$129k below expectation. This difference is offset by grant revenue that will be collected related to these payments.
054 Facility Management	2,457,686	0	0	68,003	68,003	Favorable variance increased because a transfer out was recorded to fund 410 for the Health Department move in October. The favorable variance was due to personnel and temporary help favorable variances of \$74k. It's not clear how other favorable variances (e.g., gas, supplies) will trend at the end of the year.
058 Museum	966,999	0	0	(6,876)	(6,876)	Unfavorable variance was decreased slightly and was primarily driven by the lower than expected charges and fees, which were about \$8k below expectations.
060 Health	2,164,909	0	0	238,523	238,523	On the revenue side, it appears that State grant funding will be under budget by about \$100k, but Federal grants and public charges will both exceed expectations, resulting in total revenues almost the full amount budgeted. Personnel costs were about \$184k below budget expectations, contracted services and travel and training were \$50k and \$32k under budget, respectively, which were offset by supplies expense, which were \$44k over budget (notably, the supplies expense budget was cut \$65,707 in the 2018 budget).
062 Park	903,896	0	0	131,103	131,103	Revenue was lower than expected because Misc Revenue was \$89k below expectations because no revenue had been recorded for a grant from the Stadium district for \$61,075 or \$50,000 from a donor to build a lookout at Fonerek Glen, although the \$50k was received in November. These revenues below expectation were offset by public charges that have exceeded the annual budget by \$40k and personnel expenses that were below expectations by \$66k.
064 Human Resources	1,352,599	0	0	231,715	231,715	Surplus due to personnel expenses about \$165k lower than expected for the first nine months of the year and legal services chargebacks about \$37k lower than expected.
066 PALS	780,430	0	0	163,702	163,702	Both revenue and expenses are below budget expectations because grant expenditures and related revenue are less than expected for the first 10 months of the year, although public charges had already exceeded the annual budget. Between public charges and personnel costs coming in significantly lower than expected, PALS has a significant surplus that will continue through the end of the year. Per Cole in PALS, the transportation planner position was vacant for the first half of the year, which led to lower than expected personnel costs and grant revenue as this position is grant funded.
072 Register of Deeds	(786,312)	0	0	127,223	127,223	Surplus was caused by revenues that exceeded expectations, specifically Real estate transfer taxes, which were \$191k ahead of expectations, partially offset by contracted services that were nearly fully expended for the year. Expect to have a significant surplus at year end.
074 Sheriff	30,142,288	0	0	57,332	57,332	Revenue and expense are both at 83% of the annual budget, as expected. Notably, the probation/parole revenue amount from the State has not been received and is estimated at \$133k - significantly lower than budgeted, but this will improve the surplus. Also, the sheriff changed its billing policy for school liaisons. In prior years the full year was billed at the end of the school year, but they will be billed at the end of each September, which will result in school liaison revenues significantly over budget. Despite these upcoming changes in these revenues, expense overages primarily in contracted services, will likely result in a deficit at year end.

Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
080 Treasurer	(1,154,418)	0
083 UW Extension	473,697	0
084 Veterans Service	353,029	0
Subtotal - General funds w/o General Government adjustments	52,687,022	0
090 General Government	(7,799,456)	(1,420,751)
General Fund totals	44,887,566	(1,420,751)
201 Community Services	16,172,778	0
630 Community Treatment Center	3,199,210	(649,407)
Health and Human Services subtotal	19,371,988	(649,407)
105 Library	6,822,437	(54,948)
210 Child Support	375,800	0

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
0	757,223	757,223	Interest from investments were \$373k above expectations and was recorded at \$129k in October with a monthly expected revenue of only \$65k, expect to end the year with a surplus of approximately \$900k.
0	63,845	63,845	Personnel costs were about \$44k below expectation and professional services were \$50k below expectation. Public charges and donations were almost \$18k under budget. These favorable expense differences were offset by donations that were about \$18k below expectations. Other differences were smaller and mostly offset each other.
0	38,290	38,290	Personnel costs were about \$27k lower than expected for the first 10 months of the year. Support services were also \$7,500 under budget expectations. All other accounts were as expected or with minor, offsetting differences.
0	3,254,122	3,254,122	
(1,183,959)	(2,283,062)	(1,099,103)	Revenues - State shared revenue payments are not due until July and November. \$1.8M was recognized in July, which greatly reduced the deficit in this fund, and \$2.8M was received on 11/19/18, which was about \$45k over budget for the year. All carryover funds for 2018 have been transferred to departments already. Expenses - No expenses were recorded for comp plan adjustment (\$1.1M), casual pay (\$175k), retirement and sick leave (\$29k), or fringe benefits related to retirement (\$300k). All operating expenses have been recorded save the contingency account (\$134k) and intrafund transfer out (acct 9005 - \$339k).
(1,183,959)	971,060	2,155,019	
0	(1,368,924)	(1,368,924)	Expenses have increased for Health and Human services programs, primarily related to purchased services, which are at least \$1 million over budget. Additionally, the revenue that is recoverable with Federal and State funding has decreased. Expenses related to cost centers 148 and 173 related to the Birth to 3 and CCS programs, which receive grant reimbursements through the State, decreased by about \$458k and \$1.4M from 2016 to 2018, while cost centers 141, 144, and 161 saw increases of \$108k, \$1.1M, and \$278k, almost none of which was reimbursable through any State funding. As a result, revenues (including grant revenues) were \$685k below expectation as of 10/31/18.
(541,173)	220,729	761,902	Expenses were slightly higher than revenues in September and October, reducing the surplus from a large once-off payment received in August, but there is a distinct possibility that CTC will end 2018 with a surplus.
(541,173)	(1,148,195)	(607,022)	
(45,790)	491,065	536,855	Revenues were about \$78k over budget and expenses were about \$458k under budget expectations. Revenues were higher than expected because of transfers in and intergovt charges were fully recorded at the beginning of the year and expenses were lower primarily because personnel costs were \$356k under budget expectations due to vacancies.
0	143,268	143,268	Operating expenses and intergovernmental revenues were under budget expectations because the additional \$150,000 received from the state in April and allocated to contracted services in May had hardly been spent as of 10/31. Additionally, personnel expenses were about \$110k under budget expectations.

Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
230 Syble Hopp School	2,949,682	(99,150)
240 County Roads and Bridges	141,000	0
300 Debt Services	14,086,908	(478,617)
412 Veteran's Memorial Comp Cap Fund	49,565	(4,625,238)
440 Highway Projects	1,367,053	(546,377)
Brown County Totals	90,051,999	(8,523,895)
900 Aging Resource Center	624,736	0
Grand Totals	90,676,735	(8,523,895)

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
(82,625)	366,978	449,603	All property tax allocation (\$2.9M) and most of the Fed/State grants (\$2.7M of \$3.4M) were recognized in the first 7 months of the year because Syble Hopp has a different fiscal year (6/30 year end). As expected, with the start of school expenses exceeded revenues by about \$500k in both September and October. Expect tuition revenues and additional state grant and aid revenue to balance expenses through the remainder of 2018.
0	237,568	237,568	As most of the road construction happens in the summer, 95% of the expenses had been recorded, along with 101% of the intergov revenues, resulting in a surplus. There will be another \$23,500 in property tax levy recognized before the end of the year and its unclear if there will be significant winter repairs to be made.
(398,848)	12,624,966	13,023,814	Property tax revenue is not recognized evenly throughout the year. Semi-annual interest payments occurred in May. Principal payments due in November.
(3,854,365)	160,916	4,015,281	Favorable variance while construction is pending.
(455,314)	(413,039)	42,275	Construction was in full swing through October and no Federal grant money had been received, but the whole property tax allocation was shown as revenue, resulting in a small deficit that was better than expected.
(7,103,247)	12,286,392	19,389,639	
0	33,201	33,201	ADRC ledger updated in New World only in June and December. Surplus shown was for activity through June plus shared expenses allocated to ADRC for July-September. The surplus was largely due to personnel expenses that were about \$70k less than budget for the first half of the year.
(7,103,247)	12,319,593	19,422,840	